

Minutes of the
Dodge County Highway Committee Meeting
February 7, 2019

CALL TO ORDER: The meeting of the Dodge County Highway Committee was called to order by the Chairman at 12:00 p.m. on February 7, 2019 in the Dodge County Highway building.

ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD SUPERVISOR

ATTENDANCE: The following members were present – Jeffrey Caine, Richard Fink, David Frohling, Jeff Berres, and William Muche. There were no non-Committee County Board Supervisors in attendance. Commissioner Brian Field and Assistant Commissioner Peter Thompson were also present. County Administrator Jim Mielke, Human Resources Director Sarah Hinze, and Mark Bobholz were present for part of the meeting.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF THE MINUTES OF THE JANUARY 17, 2019 MEETING: Motion by Muche and seconded by Fink to approve the minutes of January 17, 2019. Motion carried.

COMMITTEE REPORTS:

- Highway Condition/Safety Concerns – Fink reported that residents may be presenting a petition concerning the current condition of CTH AY (STH 33 – STH 28).

COMMISSIONER'S REPORTS:

- Employee Retainage and Recruitment Update – Field distributed current advertisements for Dodge County and Jefferson County seeking highway maintenance workers. Roster vacancies were discussed.
- Snow and Ice Control Update – Field gave an update on patrol truck conditions and salt inventories.
- Truck 056 Damage Report – The Committee reviewed a report on the damage to patrol truck #056.
- Vandalized Paver Update – Mielke informed the Committee that a claim is being filed with the fleet insurance carrier to address the vandalism/theft of parts from the paver. The Committee will be kept informed of the details of this claim.

PROJECT UPDATES:

- CTH M (CTH E – CTH J) – Caine, Frohling, and Thompson reported on the public information meeting for this project. The meeting was well attended.
- Bridge Replacement Program Update – Ayres & Associates has commenced design of three County-owned bridges. Right-of-way acquisition, scheduling, and traffic control have been reviewed.

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AIRPORT FBO CONTRACT REVIEW: The current Fixed Base Operator contract was reviewed. No action was taken.

REVIEW SALE OF EXCESS RIGHT OF WAY POLICY: No action was taken on this issue.

BUILDING MAINTENANCE POSITION OPTIONS: A draft of a job description for a Maintenance II position at the Highway Department was reviewed. It was the consensus of the Committee to direct the Commissioner to develop a Job Description Questionnaire for this position and to forward this information to the Human Resources Department for review.

UPDATE ON THE PETITION FOR ANNUAL CERTIFICATION ELECTION – DODGE COUNTY HIGHWAY EMPLOYEES: Mielke explained the current petition for annual certification election by the County Highway employees. No action was required or taken.

UPDATE ON OFFICE LEASE AT 850 MALLARD DRIVE, MAYVILLE: Field gave an update on the minor repairs and improvements recently completed in this office area. JDEDC will be promoting this office space available for lease.

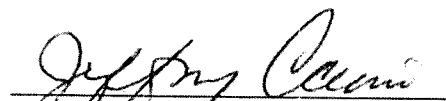
REVIEW VOUCHER PAYMENTS: Voucher payments were reviewed.

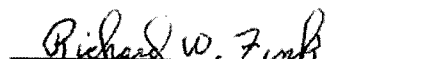
DETERMINE NEXT MEETING DATE AND TIME: The next meeting will be at 8:30 a.m. on February 28, 2019 in the Juneau Highway office.

FUTURE AGENDA ITEMS: Transportation funding options, hosting a legislative breakfast, vandalized paver update, FBO contract review, and Maintenance II position status review.

FIELD REVIEW: There was no field review.

ADJOURN: Motion by Frohling and seconded by Fink to adjourn the meeting at 1:09 p.m. Motion carried.


Jeffrey Caine – Chairman


Richard Fink – Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next Committee meeting.